

**CHARTER OF THE ADVISORY COMMITTEE  
FOR THE STUDY OF EASTERN EUROPE AND  
THE INDEPENDENT STATES OF THE FORMER SOVIET UNION**

**1. Committee's Official Designation.**

The official designation of this Committee is the Advisory Committee for the Study of Eastern Europe and the Independent States of the Former Soviet Union ("the Advisory Committee").

**2. Authority**

The Program for Research and Training on Eastern Europe and the Independent States of the Former Soviet Union (Title VIII) is contained in the Soviet-Eastern European Research and Training Act of 1983, as amended (22 U.S.C. 4501-4508), (hereafter, the Act).

Section 804(a) of the Act, Fiscal Years 1984 and 1985, P.L. 98-164, 97 Stat. 1048-50, as amended (22 U.S.C. § 4503) established the Title VIII Advisory Committee.

The Advisory Committee also operates under provisions of P.L. 92-463, the Federal Advisory Committee Act (5 U.S.C. App.). The Advisory Committee reports to the Secretary of State.

**3. Objectives and Scope of Activities**

Congress established the Advisory Committee to provide advice and recommendations to the Secretary of State, or his or her designated representative, concerning the implementation of the Act.

**4. Description of Duties**

The Advisory Committee shall recommend grant policies for the advancement of the objectives of the Act. In proposing recipients for grants under the Act, the Advisory Committee shall give the highest priority to U.S. organizations with an interest and expertise in conducting research and training concerning the countries of the former Soviet Union and Eastern Europe and in disseminating the results of such research. In making its recommendations, the Advisory Committee shall aim for the development of a stable, long-term research and training program. The duties of the Advisory Committee shall be advisory only.

The Advisory Committee may conduct studies, inquiries, hearings, and meetings, as it deems necessary. The Advisory Committee may assemble and disseminate information and issue reports and other publications, subject to the approval of the Chairman or his or her designated representative.

## **5. Agency or Official to Whom the Committee Reports**

The Advisory Committee shall report to the Secretary of State or the Secretary's designee.

## **6. Support**

Pursuant to the Act, the Secretary of State may detail personnel of the Department to provide technical and clerical assistance to the Advisory Committee in carrying out its functions. To the extent permitted by law, the Department of State will provide necessary administrative and technical support to the Committee.

## **7. Estimated Annual Operating Costs and Staff Years.**

Expected Advisory Committee-related costs for FY 2017 and FY 2018 are \$17,000, or approximately \$8,500 per year. This amount includes:

- 1) \$7,000 per year to cover the cost of 0.07 FTE for State Department staff support;
- 2) Approximately \$500 per year for non-federal Advisory Committee members to travel to the annual meeting to review grant proposals and make funding recommendations; and
- 3) Approximately \$1,000 per year for publishing notices in the Federal Register.

Title VIII Program funds cover the travel (item number 2) and the Federal Register publishing costs (item number 3).

Members of the Committee (or their designated representatives) who are not otherwise Government employees shall serve without compensation, but may be entitled, upon advance approval by the Chair (or his or her designated representative) to reimbursement for travel expenses, including per diem in lieu of subsistence, as authorized by law (5 U.S.C. §§ 5701-5707).

Subject to Department of State regulations on official gifts, the Advisory Committee also may receive privately donated funds for the purposes of the Advisory Committee.

## **8. Designated Federal Officer.**

There shall be an Executive Director who will serve as the Designated Federal Officer ("DFO"). The DFO must be a full-time or permanent part-time employee, appointed by the Department of State. The DFO shall: (1) Attend all committee and subcommittee meetings; (2) Adjourn any meeting when he or she determines adjournment to be in the public interest; and (3) Chair meetings when directed to do so by the Secretary of State.

## **9. Estimated Number and Frequency of Meetings.**

The Advisory Committee shall meet at the call of the Chair (or his or her designated representative) and shall hold at least one meeting each year. Three members of the Advisory Committee (or their designated representatives) shall constitute a quorum.

All Advisory Committee meetings will be open to the public unless the Advisory Committee determines, in accordance with section 10(d) of the Federal Advisory Committee Act (FACA), that a meeting or a portion of a meeting should not be open to the public. The DFO shall publish timely notice of each meeting in the Federal Register. The notice must state the time, place, and purpose of the meeting, a summary of the agenda and/or proposed topics. The notice must also state whether all or part of the meeting is open or closed to the public; the reason for any closure of all or part of the meeting; and the name, address, and contact number for the designated government employee that the public may contact for additional information.

Unless closed in accordance with the FACA, all Advisory Committee meetings shall be open to the public, up to the seating limits of the meeting room.

The DFO shall keep detailed minutes of each Advisory Committee meeting. The minutes shall include the time, date, and place of the meeting, a record of attending Advisory Committee members, staff, government employees and any participating members of the public. The minutes shall also include a complete and accurate description of matters discussed, conclusions reached, and copies of any reports received, issued, or approved by the Advisory Committee. The Chair (or his or her designated representative) shall certify the accuracy of such minutes within 90 days of the meeting to which the minutes relate.

#### **10. Duration.**

The Advisory Committee shall be of continuing duration.

#### **11. Termination.**

Pursuant to section 14(b)(2) of the Federal Advisory Committee Act, the authority of the Advisory Committee to operate under this charter shall terminate two years from the date of its filing, at which time a new charter must be filed.

#### **12. Membership and Designation.**

##### **A. Membership**

Pursuant to the Act, the Advisory Committee shall be composed of the Secretary of State, the Secretary of Defense, the Secretary of Education, the Librarian of Congress, the President of the Association for Slavic, East European, and Eurasian Studies, and the President of the Association of American Universities. The private members shall act in a representative capacity to speak for their respective organizations.

##### **B. Designation of Representatives**

Each member of the Advisory Committee may designate a representative to act on his or her behalf at meetings of the Committee.

C. Chairman

Pursuant to the Act, the Secretary of State is the Chairman of the Advisory Committee. The Secretary of State may authorize a Department of State employee to act as his or her representative and to perform the functions of the Chairman at Advisory Committee meetings. The Chair (or his or her designated representative) shall:

- (1) Approve or call all meetings of the Advisory Committee and any subcommittees;
- (2) Preside at meetings;
- (3) Provide for the recording of detailed minutes of the meeting and certify the accuracy of such minutes;
- (4) Provide for the maintenance and retention of Advisory Committee records as required by FACA.

**13. Subcommittees.**

The Advisory Committee may constitute a working group to assist in the preparation of materials for decisions by the Advisory Committee. Such a working group would not have any decision-making responsibility or authority. It must report back to the Advisory Committee, and shall not provide advice and work products directly to the Secretary of State.

**14. Recordkeeping.**

The records of the Advisory Committee shall consist of all papers and documents pertinent to its establishment and activities, including its Charter, agenda, determinations for closed meetings, minutes, reports, and all documents related to its proceedings, including those of any working groups. The records shall be handled in accordance with General Records Schedule 6.2. These records shall be available for public inspection and copying to the extent required by the Freedom of Information Act, 5 U.S.C. Sec. § 552, at the Department of State.

NOW, THEREBY, the Department of State shall consider this charter approved as of this date and will provide copies to the Senate Foreign Relations Committee, the House Foreign Affairs Committee, and to the Library of Congress, pursuant to the provisions of FACA.

Approved: Arnold A. Chacari

Director General

Date: March 31, 2017

Filing date: 4/3/17